**APPLIED COGNITIVE SCIENCES LAB**

**LAB MANUAL**

**Do’s**

1. Read and understand how to carry out an activity thoroughly before coming to the laboratory.
2. Please make an entry in the register whenever you enter or leave the lab.
3. Please enter the equipment that you have been issued from the lab in the lab records.
4. Please enter the detailed account of your lab studies in the related record book. It helps in lab management.
5. Report fires or accidents to your lecturer/laboratory technician

immediately.

6. Report any broken plugs or exposed electrical wires to your

Lecturer/laboratory technician immediately

**Don’ts**

1. Do not eat or drink in the laboratory.

2. Avoid stepping on electrical wires or any other computer cables.

4. Do not insert metal objects such as clips, pins and needles into the computer casings. They may cause fire.

5. Do not remove anything from the computer laboratory without permission.

6. Do not touch, connect or disconnect any plug or cable without your lecturer/laboratory technician’s permission.

7. Do not misbehave in the computer laboratory.

**Computer Lab Safety Rules for Protecting Equipment**

1. Do not bring any food or drinks near the machine.

2. Turn off the machine once you are done using it.

3. Do not plug in external devices without scanning them for computer viruses.

4. Ensure that the temperature in the room stays cool, since there are a lot of machines inside a lab as these can overheat easily. This is one of the many ways of ensuring computer safety.

5. Try not to touch any of the circuit boards and power sockets when a device is connected to them and switched on.

6. Always maintain an extra copy of all your important data files.

7. Do not involve money’s in your research, keep the windows shut!

8. Switch off the AC when not in use or you’re the last one to leave the lab.

**General Safety Guidelines to be followed at all times**

1. All users of the laboratory are to follow the directions of Academic/Laboratory Technician staff member.
2. Food or drink is not permitted at any time in the laboratory.
3. Students should not attempt to repair, open, tamper or interfere with any of the computer, printing, cabling, air conditioning or other equipment in the laboratory.
4. Students should be aware of office ergonomic guidelines for correct posture when using computer equipment.
5. Please treat fellow users of the laboratory, and all equipment within the laboratory, with the appropriate level of care and respect.
6. In case of an emergency or incident in the laboratory: Keep calm. Tell someone about it: the nearest staff member, a fellow student, the Floor Wardens, fellow Workers, and your Supervisor, others in the area.